



To: All DWD Employees and Board Members

From: Monty W. Combs
Deputy Commissioner/ Controller *Monty W. Combs*

Date: March 31, 2005

Subject: DWD Policy 2004-26
Letter of Authorization for Travel

Re: All Funding Sources Administered by DWD

Mitchell E. Daniels, Jr., Governor
Ronald L. Stiver, Commissioner

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An Equal Opportunity Employer

PURPOSE: To remind all employees and board members to submit DWD Form 2541 Letter of Authorization for Travel prior to beginning any travel for state business. An electronic version of this form can be found on DWITE.

RESCISSION: DWD Policy #2002-43, issued April 25, 2005

CONTENT: All official state travel must have prior authorization by the Commissioner or delegated agent(s). Form 2541 Letter of Authorization for Travel must be submitted to Accounts Payable prior to the beginning of any travel. This also includes out-of-state travel.

This form must be completed when a person traveling is a new employee. The form will be valid throughout the employee's term at DWD as long as any one of the following **does not** occur:

- (1) if the employee has a change of station (please read the information on the form describing the "station");
- (2) if an employee has a change of home address;
- (3) if the employee's name has changed;
- (4) if an employee leaves/transfers from DWD; and
- (5) if an employee changes jobs and is no longer required to travel

In case a change in supervisor occurs, a memo from the new supervisor stating the effective date of the change and a list of employees effected by this change should be sent to Accounts Payable.

Please include an effective date on the form for any of the above situations. Once the form is complete, submit it to Accounts Payable. If an address and/or name change is made, please also include a W-9 form. Accounts Payable will forward it to the Auditor of State's Office for inclusion in their travel system. Changes to your Human Resource or Payroll information are not accomplished with the Letter of Authorization for Travel. Those divisions must be contacted separately.

EFFECTIVE DATE: April 18, 2005

REVIEW DATE: January 31, 2007

ENDING DATE: April 18, 2007

ACTION: All employees and board members must submit a completed **Form 2541** Letter of Authorization for Travel prior to any travel on state business. Any questions regarding this communication may be addressed to Missy Wolfe, Assistant Manager of Accounts Payable at 233-6673, or Pat Tweedy, Manager of Accounts Payable at 232-7726.

OWNERSHIP: Accounts Payable

MWC/MW: mw